



*"People  
helping people  
help  
themselves"*

Mitchell E. Daniels, Jr., Governor  
State of Indiana

**Indiana Family and Social Services Administration**  
402 W. WASHINGTON STREET, P.O. BOX 7083  
INDIANAPOLIS, IN 46207-7083

E. Mitchell Roob Jr., Secretary

June 16, 2005

Dear Child Care Center Provider:

The purpose of this letter is to call attention to the requirements for supervision in a licensed child care center. As some of you may be aware, the Child Care Development Fund (CCDF) provider eligibility standards rule defining supervision as "within sight and sound at all times" [470 IAC 3-18-1 (23)] has been voided by the Indiana General Assembly.

The CCDF provider eligibility standards rule applies to all child care providers receiving CCDF payments.

Consequently, the part of the CCDF provider eligibility standards rule that defined supervision is no longer valid and cannot be enforced. The rest of the CCDF provider eligibility rule is still valid.

However, there is a **child care center licensing rule** that is currently applicable to licensed child care centers. It is found at 470 IAC 3-4.7. That child care center rule contains a definition of supervision as follows:

**"Direct supervision" means that qualified caregivers:**

- (A) have all children in sight;**
- (B) are alert to any problems that may occur; and**
- (C) are taking an active supervisory role with the children"**

**470 IAC 3-4.7-1 (24).**

The child care center rules found at 470 IAC 3-4.7 are rules that all licensed child care centers are required to follow regardless of whether the child care center receives CCDF payments or not. **As a licensed child care center you must continue to use the definition as presented in the Child Care Center Regulations.**

The Indiana Family and Social Services Administration, Division of Family Resources hopes that this letter provides you with some clarification on the issue of supervision in child care centers as it regards CCDF provider eligibility standards. The safety and well being of Indiana's children are the top priority for all of us. Thank you for your hard work and dedication to this goal. If you have any questions please contact your licensing consultant.

Sincerely,

A handwritten signature in dark ink, appearing to read "E. Mitchell Roob, Jr.", is written over a faint, circular official stamp.

E. Mitchell Roob, Jr.  
Secretary  
Family and Social Services Administration

cc: Child care licensing consultants